New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: RB 11-2015

(X) DIVISION/PROGRAM	(X) DEPARTMENT	(X) STATEWIDE

TITLE: Information Technology Specialist

OPENING DATE: July 21, 2015

EXISTING VACANCIES: One (1)

SALARY: (P21) $51,529.95-$72,953.46

CLOSING DATE: August 11, 2015

WORKWEEK: 35

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Office of Information Resources Management
401 East State Street, 1st Floor
Trenton, New Jersey 08625

DESCRIPTION: Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.

SPECIFIC TO THE POSITION: Position will be responsible for the following activities related to existing/new NJDEP enterprise information systems: Work with individual program areas to evaluate business processes and determine their project specific needs. Define project scope, goals and deliverables that support business goals in collaboration with program staff, management, vendors and stakeholders. Develop project plans and associated communications documents and conduct project management tasks. Identify and manage project dependencies and critical path, track project timelines, milestones and deliverables using appropriate tools. Determine the frequency and content of status reports from the project team; analyze results and trouble shoot problem areas. Proactively manage changes in project scope, identify potential crises and devise contingency plans. Planning and implementation of studies of existing operations and procedures to determine feasibility for data processing by assisting in business process evaluation and subsequent development of the functionality needed to integrate new and re-engineered programs into NJDEP electronic data systems. Analyze statistical reports, operating reports and logs in order to detect system problems while developing and recommending solutions under Re-engineering / Closeness of Fit analyses. Monitor / conduct training, when required, when new systems are implemented or when current system changes are implemented. Guide and assist programs in implementation tasks, including training, policy and procedure development, assistance with data conversion and overall rollout. Implement management and tracking of change requests and support issues. Ensure coordination and consistency of individual change requests with other members/programs of the implementation team. Additional duties may include: maintenance and troubleshooting of ancillary system processors. Review and development of SQL Procedures, Functions and Views. Review and development of referential data to ensure proper data integrity standards. **Special consideration will be given to candidates** who have education, experience, or knowledge of IT project management, system development and Oracle database structure and relationships.

REQUIREMENTS:

Education: Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

Experience: One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment. **NOTE:** Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management). **NOTE:** A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience. **NOTE:** A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION

Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. **NOTE:** Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

License: Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

RESIDENCY: Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJDEP on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the NJDEP or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

SCOPE OF ELIGIBILITY: Open to candidates who meet the above requirements.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Roe Bogacz
Division of Human Resources
Bureau of Human Resource Operations
PO Box 420; Mail Code 436-01
Trenton, NJ 08625-0420
E-mail Address: Roe.Bogacz@dep.nj.gov
Fax Number (609) 292-0968

POSTING AUTHORIZED BY: Deni Gaskill, Manager
Division of Human Resources